



CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY

#T1785 CONTRACT SPECIALIST
#T1786 SENIOR CONTRACT SPECIALIST
#T1787 PRINCIPAL CONTRACT SPECIALIST

*SALARY: \$4216 to \$5079, Monthly
*SALARY: \$4853 to \$5861, Monthly
*SALARY: \$5595 to \$6764, Monthly

***APPLY:** **FIRST DATE:** September 12, 2003

LAST DATE: October 22, 2003

Applications received later than 5:00 p.m. on the last date of this application filing period will be rejected. **Prompt application is encouraged.** **Immediate vacancies may be filled when sufficient applicants have been processed.** Later applicants will be eligible for employment consideration as future positions MAY become available.

REQUIREMENTS: For each position, you must meet the requirement(s) listed below on the date you apply, unless otherwise indicated.

EDUCATION: (Must submit proof of degree or college transcripts with your application.)

A Bachelor's Degree or equivalent education (i.e., minimum completed college level units = 120 semester/180 quarter).

-AND-

EXPERIENCE:

Contract Specialist: Two years of full-time professional contract administration experience, as specified below.

Senior Contract Specialist: Three years of full-time professional contract administration experience as specified below which must include one year experience at a level equivalent to the City of San Diego's classification of Contract Specialist. (Refer to "DUTIES" below.)

Principal Contract Specialist: Four years of full-time professional contract administration experience as specified below which must include one year experience at a level equivalent to the City of San Diego's classification of Senior Contract Specialist (refer to "DUTIES" below), which must include at least one year experience supervising staff who are responsible for contract administration work.

Qualifying contract administration experience must include ALL of the following:

1. Contract Development.
2. Evaluation of Bids and/or Proposals.
3. Negotiation of Contracts and Contract Changes.
4. Administration of Contract Terms and Conditions.

LICENSE: A valid California Class C Driver's license **may be required at the time of hire.**

DUTIES: **Contract Specialist:** Open, negotiate, recommend awarding of, administer, and terminate various types of contracts including public works consulting, design, construction, and pre-purchased material and equipment contracts; develop and maintain commercial terms and conditions of contracts; develop negotiation plans and strategies; prepare reports and correspondence; and perform other duties as assigned. **Senior Contract Specialist:** Perform the more difficult contract administration assignments requiring the duties specified above; make presentations to City Council, community groups, and contractors; supervise and review the work of subordinate Contract Specialists; and perform other duties as required. **Principal Contract Specialist:** Through subordinate supervisors, plan and direct the work of Contract Specialists; participate in the more highly complex contract administration assignments as specified above; make presentations to various groups; and perform other duties as assigned.

HOW TO APPLY: Submit a completed **DATA ENTRY FORM** and **APPLICATION/SUPPLEMENT (the original and ONE copy, including any attachments)** for the position(s). Please check all positions listed on your application for which you want to apply. On the Data Entry Form you should record only one position; any additional positions you have checked on your application will be automatically added to your file. Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials only.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Application/Supplement** for applicable education, experience, and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list(s).

ELIGIBLE LIST: Separate eligible lists will be established for **Contract Specialist, Senior Contract Specialist, and Principal Contract Specialist**. Candidates who are successful in the screening process described above will be placed on the respective **one category** eligible list(s) which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications from the corresponding list will be contacted by the hiring department for an interview.

***PRE-EMPLOYMENT REQUIREMENTS:** Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

SMS/August 22, 1997/*Rev. 4 (09-12-03)/ Assistant Eng.-Civil; Associate Eng.-Civil; Sr. Civil Eng.(Option Classes: Contract Specialist, Senior Contract Specialist, Principal Contract Specialist)/Classes 1153A;1221B;1855E

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history, may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER